



United States Department of the Interior

BUREAU OF LAND MANAGEMENT



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To: All National Training Center Employees

From: Director, National Training Center (NTC)

Subject: NTC Environmental Management System (EMS) Policy

Program Areas: All

Purpose: This Instruction Memorandum continues the BLM NTC policy for the development and implementation of its EMS. The NTC EMS establishes procedures that quantify cost benefits and reduce the NTC's operational environmental footprint. It is a cyclical process that is focused on continuous environmental improvement, innovation, and more efficient operations at the NTC. By continuing this EMS, NTC remains in compliance with Executive Order 13423 and Departmental Manual 515 DM 4 dated August 13, 2008.

Policy/Action: The BLM's mission has always included protection of the environment and the public lands. The NTC maintains an EMS to strengthen its existing commitment to sound environmental management. The EMS is an integral part of NTC's decisions on day-to-day operations and is incorporated into the long term planning process across all programs. The NTC EMS is documented, maintained, and communicated to all employees.

A Cross Functional Team (CFT) of NTC employees continually develops and helps implement the NTC EMS. The members of the team are: Kim Menning, Yancy Brown, Tammie Dent, John Flowers, Dan Hall, Cathy Humphrey, Jamise Liddell, Alma Lively, Kathy Ollom, Sheila Randall, and Lisa Thornton.

If you have any ideas that could help contribute to the development of the EMS, please contact one of the above-listed individuals.

The NTC is committed to managing its facility and performing operations in such a manner as to protect the environment, employees, and public health. In addition, it is also NTC policy to:

- Comply with all Federal, State, and local environmental laws and regulations;
- Achieve continuous environmental improvement throughout all of program areas, including those not subject to environmental regulation;
- Prevent pollution through the use of alternatives, whenever and wherever possible;
- Incorporate the consideration of environmental factors in all business decisions;
- Ensure a timely correction of issues identified in Compliance Assessment - Safety, Health, and the Environment (CASHE) audit findings;
- Provide appropriate environmental training to employees;
- Monitor and track EMS performance;
- Ensure that all EMS decisions and work are transparent to NTC employees and the public; and
- Communicate and reinforce the EMS policy, programs, and services throughout the NTC.

Timeframes: A schedule reporting the implementation history and progress of the NTC EMS is provided below. The total time required of each CFT member and other staff, who will assist as needed with the NTC EMS, will be approximately two days per month during an entire fiscal year. The time commitment for the NTC EMS Coordinator will be approximately three days per month for an entire fiscal year.

- October 2012 – NTC self-declares in an IM that it has fully implemented its EMS.
- November 2012 – Final Implementation Plan is in place and progress will be reported every year. Annually, the Plan will be revisited and revised as needed.
- September 2013 – NTC EMS conducts annual internal self-audit and reports findings to NTC Management Team.
- October 2013 – Updated NTC IM continues EMS policy at the NTC.

Background: Executive Order 13423 requires the implementation of an EMS by all Federal Agencies. The Office of Management and Budget (OMB) Environmental Management Scorecard incorporates metrics to measure the success of implementing EMS throughout the federal agencies. Departmental Manual 515 DM 4 issued August 13, 2008 states, “All bureaus and offices, will at all appropriate organizational levels and facilities, develop, implement, and

maintain an EMS.” Further, BLM Washington Office IM-2006-148, issued on May 6, 2006 commits BLM to the implementation of EMS bureau-wide by the end of FY 2010.

Budget Impact: Contractor support to facilitate the development and implementation of the EMS has been provided by WO-280. Any budget impact to field operations will depend on the exact nature of the EMS plan.

Manual/Handbook Sections Affected: The NTC Handbook.

Coordination: EMS policy and requirements have been coordinated with the NTC Management Team and the EMS Coordinator at the NOC.

NTC Contacts: Kim Menning, EMS Coordinator and Management Representative, at 602-906-5530 and Joe Behm, Support Services Division Chief, at 602-906-5657.

Signed by:
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